

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 59
APRIL 3, 2013 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, April 3, 2013, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Kelly Emerson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Jill Johnson, Member

Staff Present: Connie Bowers, Assistant County Engineer, Dave Bonvoulior

Others Present: Elaine Marlow, Budget Director

Record @ 00:10

Solid Waste

Subject/Description: Supplement to Hydrogeology On-Call Agreement

Attachment: Memorandum dated 3/12/13 from Dave Bonvoulior, to BOCC

Action Requested: Approval of On-Call Agreement with Earth Science Strategic Consulting Inc to Increase Funding for Hydrogeology & related Environmental issues; Additional Funding Amount: \$150,000.00.

Follow Up: Okay with full Board to move forward to a Monday agenda.

Roads

Subject/Description: Discuss Purchase of (2) Tilt Trailers off State Contract

Attachment: Memo, Purchase Order, State Contract & Surplus Resolution for Trade-ins

Action Requested: Approval of Purchase Order # 9575; Fine Family, LLC; two new 2013 Tilt Flatbed Trailers off the Washington State Contract #0481; Less Trade-ins; Amount: \$54,793.10 (incl WSST)

Follow Up: Okay with full Board to move resolution forward to a Monday agenda.

Add-on

Subject/Description: Deer Lake water levels

Attachment: none

Discussion: County staff is working with the Deer Lake Homeowners Association to address the drainage issue. In the meantime the homeowners around the lake would like to see the speed limit on boats extended until the level of Deer Lake recedes enough to prevent property damage.

Follow up: Steve Marx will work with the South Whidbey Parks District to post a sign and monitor water levels to determine when to reinstate the speed limit.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, April 3, 2013 at 9:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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County Commissioners: Kelly Emerson, Chair
Helen Price Johnson, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Brooke Powell, Keith Higman

Record @ 13:14

Subject/Description: Job Requisitions

Attachment: none

Action Requested:

Department of Natural Resources:

- Environmental Health Specialist II, replacement, C-11 #032/13
Commissioner Price Johnson moved to approve Job Requisition #032/13. The motion was seconded by Commissioner Johnson and carried 2-0. Commissioner Emerson abstained.

Subject/Description: Juvenile Probation Counselor/Officer PAQ

Attachment: yes

Information: Employees in Juvenile Court Services requested a PAQ review of their pay grade, currently a C-10. Braun Consulting completed their standard point analysis and determined that the position was accurately graded as a C-10. 1845 has requested that the BOCC reassess the position. Melanie Bacon recommended the Board accept the assessment from Braun Consulting.

Follow up: The full Board supported the recommendation of the Human Resource Director to accept the assessment from Braun Consulting.

Subject/Description: Interim Planning Director Increase (Keith Higman)

Attachment: none

Action requested: Melanie Bacon recommended a \$500.00 per month additional compensation during the interim period, effective April 1.

Follow up: Okay with full Board.

Subject/Description: Planning Director update: discussion on providing Executive Summaries of resumes

Attachment: yes

Action Requested: Consider release of executive summaries of applications/resumes for Planning Director to the public.

Follow up: A majority of the Board was not in support of releasing executive summaries to the public.

Subject/Description: Human Resource Director approval of replacement job requisitions

Attachment: none

Action Requested: Reconsider granting the Human Resource Director the authority to approve replacement job requisitions.

Follow up: A majority of the Board did not support granting the HR Director the authority to approve replacement job requisitions.

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Subject/Description: Staff performance appraisals

Attachment: yes

Action Requested: Schedule 2012 performance reviews for senior staff and BOCC office staff.

Follow up: Okay with full Board.

Subject/Description: 2013 Wellness Incentive (Sick Leave Conversion)

Attachment: resolution

Action Requested: Approval of Resolution continuing the Wellness Incentive Program for Island County employees.

Follow up: Okay with full Board to move resolution forward to a Monday agenda.

Subject/Description: Policy Manual update

Attachment: none

Action Requested: Melanie Bacon requested two one-hour sessions with the Board to go through the entire revised manual for final approval.

Follow up: Okay with full Board to schedule for a May and June work session.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, April 3, 2013 at 10:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Kelly Emerson, Chair	Staff: Pam Dill
	Helen Price Johnson, Member	
	Jill Johnson, Member	

Staff Present: Keith Higman, Interim Director, Paula Bradshaw, Brad Johnson

Others Present: Elaine Marlow, Budget Director

Record @ 01:15:05

Subject/Description: Long Range Planning update

Attachment: Memo dated 3/27/13 from Brad Johnson, Senior Planner, to BOCC, revised Public Participation Plan & Preliminary Schedule

Information: Planning staff briefed the Board on revisions to the draft Countywide Public Participation Plan & Preliminary Schedule based on concerns expressed by planning partners and at a recent Council of Governments (COG) meeting.

Prior to the next COG meeting Planning staff will reach out to the COG Chair to clarify that their role in the planning process and intergovernmental coordination is intended to be advisory rather than as a decision making authority.

Follow up: Presentation of the draft Public Participation Plan & Preliminary Schedule to the Planning Commission at their May 9, 2013 meeting.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 62
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**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, April 3, 2013, at 10:40 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Kelly Emerson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Jill Johnson, Member

Staff Present: Keith Higman, Director

Others Present: Elaine Marlow, Budget Director

Record @ 01:38:33

Add-on

Subject/Description: Resignation of Dr. Roger Case

Attachment: none

Action Requested: Keith will be advertising for an RFP and ask interested parties to submit a letter of interest. He requested approval from the Board to review the applications, along with Dr. Case, and bring forward a recommendation to the Board.

Follow up: Okay with full Board.

Environmental Health

Subject/Description: Chapter 246-215 WAC – Food Service – updates to rule

Attachment: none

Information: Keith briefed the Board on changes to Chapter 246-215 WAC, Food Service, effective May 1, 2013.

**Commissioners Agenda
Summary Minutes**

The County Commissioners met during Work Session on Wednesday, April 3, 2013 at 11:05 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: **Kelly Emerson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Jill Johnson, Member

Others Present: Elaine Marlow, Budget Director

Record @ 02:04:35

Subject/Description: Consider applicant for the Coupeville Ferry Advisory

Attachments: yes

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Action Requested: The Board considered applicant for the vacancy on the Coupeville Ferry Advisory Board.

Follow up: Okay with full Board to move recommendation forward to Monday's agenda.

Subject/Description: Camano Mosquito District appointment

Attachments: yes

Action Requested: Tabled.

Follow up: Bring back to the April 10, 2013 work session for further discussion.

Subject/Description: Lodging tax bill – ESHB 1253

Attachments: yes

Information: The current draft under consideration restricts the use of lodging tax funding to projects that draw people from over 50 miles away or will stay overnight (through the definition of "tourist"). This restriction would apply not only to the operation of festivals and events, but also to uses that were authorized before 2007 when operation of festivals and events was added.

The other issue is the role of the lodging tax advisory committee. The amendment allows the lodging tax committee to narrow the list of projects that can be considered by the municipality.

Commissioner Johnson suggested deleting the last sentence in Section 5 (ii) "The municipality may choose only recipients from the list of candidates and recommended amounts provided by the local lodging tax advisory committee."

The Board agreed that if a compromise needs to be made between the sunset clause and the 50 mile restriction they would rather see the sunset clause removed.

Commissioner Price Johnson has been working with other WSAC Legislative Committee members on this legislation. This work group is actively seeking input from other commissioners.

**Budget Director/GSA/IT
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, April 3, 2013, at 11:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Kelly Emerson, Chair
Helen Price Johnson, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Record @ 02:34:08

Add-on

Subject/Description: True Automation voucher

Attachment: none

Information: Final payment had been withheld until the installation and software issues were resolved to the satisfaction of the Treasurer and Assessor; both Mary Engle and Ana María d Nunez have approved releasing final payment of \$58,426.00.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 64
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Add-on

Subject/Description: May 8th work session

Attachment: none

Action Requested: Cancel or reschedule the May 8th work session. Two Commissioners will be attending the WSAC Board of Directors meeting.

Follow up: Inform departments that the May 8th work session will likely be cancelled and any urgent items can be added to the 1st or 3rd work sessions.

Subject/Description: Management Agreement with Northwest Agriculture Business Center for Coffman Building Commercial Kitchen at the Island County Fair

Attachments: yes

Action Requested: Approval of Agreement between Island County and Northwest Agriculture Business Center to manage the South Whidbey Incubator Kitchen in the Coffman Building at the Island County Fairgrounds.

Follow-up: Okay with full Board to bring forward to a Monday agenda after legal and risk review.

Subject/Description: Update on Camano Animal Control RFP

Attachment: Memorandum dated 4/3/13 from Elaine Marlow

Discussion: GSA has advertised 3 times for a contractor and has not received any proposals. Carol Barnes has agreed to handle cases that require an Animal Control Officer.

Follow up: Elaine will contact ICOM for updated info on animal control calls and schedule a discussion with the Sheriff's office with regard to performing animal control duties.

Add-on

Subject/Description: Evening meetings

Attachment: none

Discussion: The first evening meeting is scheduled for April 22nd @ 6:00 p.m. Staff will rely on department heads to determine at work session whether the item is of significant impact to the public and will be scheduled for an evening meeting.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Kelly Emerson, Chair

Helen Price Johnson, Member

Jill Johnson, Member

ATTEST:

Elaine Marlow, Clerk of the Board